



**IDAHO STATE LIQUOR DIVISION
P.O. BOX 189001
1349 E. Beechcraft Ct.
Boise, ID 83717-9001**

DOING BUSINESS WITH THE IDAHO STATE LIQUOR DIVISION

A guide for prospective Suppliers.

INTRODUCTION:

The Idaho State Liquor Division (ISLD) is a division of Idaho state government with the legal responsibility for the importation, distribution and sales of distilled spirits in Idaho.

Idaho is one of 18 states and 2 counties in Maryland with the legal authority to control distilled spirits and other alcoholic beverages. Unlike other control jurisdictions the ISLD does not have a board or commission; ISLD is administered by a Director, appointed by the Idaho Governor.

In Idaho, the administration of regulations and laws concerning retail package and by the drink sales of beer, table wine, dessert wines and by the drink sales of distilled spirits is handled by the Idaho State Police, Alcohol Beverage Control Division.

The legal definition of Alcoholic Liquor can be found in Title 23, Chapter 1, *Idaho Code*.

ISLD sells products through its 166 retail sales outlets, 66 State Liquor Stores and 100 outlets are Special Distributors located in private businesses.

HOW PRODUCTS GET TO THE ISLD PRODUCT LINE

The ISLD website, www.liquor.idaho.gov has a document *New Product Listing Procedure* that outlines the steps for new products to be considered and selected to be added to the product line.

PRODUCT PRICING

ISLD utilizes a two tier mark-up formula to determine retail price from Supplier FOB Boise costs. The formula has two tiers, one for low proof product and one for higher proof products. The *Mark-Up Formula* can be found in the ISLD Website www.liquor.idaho.gov in the *Pricing Information* section.

DOING BUSINESS WITH THE IDAHO STATE LIQUOR DIVISION

INVENTORY MANAGEMENT—BAILMENT WAREHOUSE

ISLD operates a bailment inventory management system which requires suppliers to maintain inventory at the ISLD Distribution Center, at no cost, until product is picked for store orders.

A sample *Bailment and Trading Partners Agreement* can be found in the ISLD Website, www.liquor.idaho.gov in the *Supplier Information and Forms* section.

ISLD summarizes bailment withdrawals twice monthly: on or about the 15th of the month and on the last workday of the month. We send bailment withdrawal notices to all bailment suppliers via e-mail and ask that they in turn submit supplier generated remittance invoices for payment. ISLD requires supplier-generated remittance invoices. ISLD makes every effort to pay invoices within 30 days of receipt of your remittance invoice

INVENTORY MANAGEMENT-ORDER PROCESSING and DELIVERY

ISLD DC inventories are maintained in cooperation with suppliers. Suppliers are encouraged to manage their own order and delivery processes to replenish inventories. Some suppliers delegate this responsibility to the Idaho Resident Representative. ISLD purchasing staff process a small number of supplier orders.

ISLD DC requires 72 hours advance notice for inbound freight deliveries. To arrange for deliveries contact the DC office at 208-947-9499.

IN-STATE SALES REPRESENTATION

ISLD rules require that all suppliers have an Idaho-based Resident Representative. A listing of Resident Representatives can be found in the ISLD Website at www.liquor.gov, in the *Supplier Information and Forms* section.

New Product presentations can only be done through Idaho Resident Representatives.

FOR MORE INFORMATION:

For more information contact the Purchasing and Distribution Bureau of ISLD at 208-946-9400. For specific inquiries please contact the staff members shown below:

DOING BUSINESS WITH THE IDAHO STATE LIQUOR DIVISION

FOR MORE INFORMATION:

Inventory Management
Kevin McMichael, Inventory Manager kevin.mcmichael@liquor.idaho.gov
Special Order Processing
Paul Whitman, Special Order Buyer paul.whitman@liquor.idaho.gov
Pricing and Item Master Maintenance
Kay Bennett, Pricing and Data Base Manager kay.bennett@liquor.idaho.gov
Distribution Center Management
Daniel GreenSky, Supply Operations Manager dan.greensky@liquor.idaho.gov
Bureau Management
Bill Applegate, Deputy Director Purchasing and Distribution Bill.applegate@liquor.idaho.gov